

MEMORANDUM

#04-06

TO: All Departments and School Fiscal Officers
FROM: Kerry Gustafson, Acting Director
DATE: July 23, 2003
SUBJECT: RESEARCH AND DEVELOPMENT GRANTS

The Federal Government is now requiring States to track Research and Development expenditures on federal grants. A new change to DFMS will allow us to automatically report R&D expenditures on those grants that are 100% R&D grants.

Effective July 24, 2003 the following changes are required.

For 100% R&D grants:

1. Place a 'Y' in the R&D indicator on the FM document in DFMS.
2. No manual tracking of R&D expenditures is required for these grants.
3. End of year reporting will be automatic for these grants.

For grants that are NOT 100% R&D grants:

1. Place an 'N' in the R&D indicator on the FM document in DFMS.
2. If R&D expenditures are incurred, establish a spreadsheet or folder for the grant to manually track the R&D expenditures.
3. At year-end closing report these R&D expenditures in a DFMS table. (Instructions will be provided later for this activity)

For previously entered grants:

1. For 100% R&D grants, a FM modification should be done.
2. For grants that are not R&D, the system will update the field with the 'N'.

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The screen print below shows where the R&D indicator is located on the FM input screen.

FUNCTION:	DOCID: FM	25	123	07/08/03 14:20:17
STATUS:	BATID:	ORG:		
B-	FEDERAL AID MASTER			
BATCH DATE:	NUM DOCS:	NET:		
H- ACTION:	FM DATE:	DEPT:	ORG:	BUDGET FY:
SAI NO:	TITLE:			
FED CAT NO:	R/D:			
FEDERAL BUDGET PERIOD FROM:	TO:			
DFMS PRD FROM:	TO:			
DATE OF FEDERAL AUTH OF DRAW DOWN:				
ID NO:				
SOURCE OF FUNDING AMOUNTS				
FEDERAL FUNDS:	I/D:			
CARRY OVER FUNDS:	I/D:			
PROJ INC FUNDS:	I/D:			
STATE FUNDS:	I/D:			
OTHER FUNDS:	I/D:			
TOTAL:	I/D:			

When the FM processes it will update the DEFA table including the new field R/D.

ACTION: S	SCREEN: DEFA	USERID: FFMS	07/08/03	02:12:20 PM
01- DEPARTMENT FEDERAL AID TABLE				
KEY IS DEPARTMENT, SAI NUMBER				
DEPARTMENT:	SAI NO:	R/D:		
STATUS:	TITLE:			
REVENUE SOURCE	EST REV AMT	ACCRUED AMT	COLLECTED AMT	
FEDERAL FUNDS:				
CARRY OVER FUNDS:				
PROJ INC FUNDS:				
STATE FUNDS:				
OTHER FUNDS:				
TOTALS:				
ENCUMBERED AMT:	EXPENSED AMT:			
EXPENDED AMT:	FED AID CHARGES:			
AVAILABLE BALANCE:	EST REC AUTH:			

If you have questions concerning the FM document or this change, please contact Doreen Carver at (302)744-1077 or DCARVER@state.de.us